Complete an online graduation application for the term you plan to graduate in. The application can be found at https://gradapps.uc.edu/GraduationChecklist/. There is a $50.00 application fee. Application dates and deadlines can be found at http://gradapps.uc.edu/graduationdeadlines/graduation-deadlines.aspx.

**MS Thesis and PhD Dissertation Students**

CEAS graduation forms can be found at: http://ceas.uc.edu/Graduate_Studies/CurrentStudents/GraduateSchoolForms.html Graduate School information can be found at: http://grad.uc.edu/student-life/graduation+.html

Graduate School Tutorials for graduating MS and PhD students can be found at the below links and should be watched.

- [http://gradapps.uc.edu/Tutorials/ETDMasters/ETDMasters.htm](http://gradapps.uc.edu/Tutorials/ETDMasters/ETDMasters.htm) for MS students and
- [http://gradapps.uc.edu/Tutorials/ETDDoctoral/ETDDoctoral.htm](http://gradapps.uc.edu/Tutorials/ETDDoctoral/ETDDoctoral.htm) for PhD students.

**What do I need to do BEFORE my defense?**

Students must submit a defense public notice prior to their defense

- Required [MS Public Notice](#) must be submitted 1 week prior to defense
- Required [PhD Public Notice](#) must be submitted 2 weeks prior to defense.
- Required on-line announcement for PhD students to post a 2 week public notice on the graduate school website. Log into [https://gradapps.uc.edu/GraduationChecklist/](https://gradapps.uc.edu/GraduationChecklist/) to “Announce Your Defense”. This is optional for MS students.

**Submission Date** - It is your responsibility to follow the graduation deadlines for submitting graduation requirements and materials. Failure to meet published deadlines will result in cancellation of your graduation.

**What do I need to do the DAY OF my defense?**

Two forms are required to be signed by your advisor and committee on the day of your defense

1. [CEAS Defense Form](#) found at [http://ceas.uc.edu/Graduate_Studies/CurrentStudents/GraduateSchoolForms.html](http://ceas.uc.edu/Graduate_Studies/CurrentStudents/GraduateSchoolForms.html)
2. Committee Approval Form found at [https://gradapps.uc.edu/GraduationChecklist/](https://gradapps.uc.edu/GraduationChecklist/)

**What do I need to do AFTER my defense, by the Electronic Submission of Thesis/Diss. deadline?**

1. Submit your signed [CEAS Defense Form](#), [Program of Study](#) and [Plagiarism Pledge](#) to the GSO, 665 Baldwin Hall
2. 1st Submit your thesis/dissertation to [SafeAssign](#) in Blackboard and wait for approval from the GSO
3. 2nd Upload to ETD ONLY after you have received your SafeAssign approval

**MEng Students**

All MEng students should refer to the [MEng Handbook](#) for forms and graduation procedures. If you have graduation questions please see Julie Steimle, 665 Baldwin Hall or email julie.steimle@uc.edu. All GRADUATION forms must be submitted no later than 04/12/2018 for Spring 2018 graduation; 08/02/2018 for Summer 2018 graduation. Submissions after this date will not be accepted.

**All Graduating Students**

You are responsible to ensure that each action item on your [Graduation Checklist](#) is approved by the deadline stated. A green check mark will appear indicating the step is complete and approved. A red X or  will indicate that you have a problem and action is required. Do not contact the program unless the red X or  still appears one week prior to the deadline indicated. If you have grade changes required, your advisor/instructor can change grades on line going back 5 years. If the grades are older than 5 year the GSO office will send grade change forms to your advisor for thesis/dissertation changes. If you have a grade change required for a course it is your responsibility to get it resolved with the instructor. You are responsible to ensure all action items and grades are corrected and awarded for the current term. Unacceptable grades are SP, UP, UW, I, F, X or if a grade is not posted in Catalyst. If one of these grades are in your Catalyst at the end of the semester contact the instructor immediately. Please note if any action items or grade issues are not resolved your graduation will be canceled.

**Certification Letters** – Certification letters will take 2-3 weeks after all graduation submissions are complete. Degree posting to transcripts take approximately 4-5 weeks after the graduation date. Diplomas are mailed out approximately 6 weeks after the graduation date. If you have an address change for your diploma please email the address change to Molly McDermott at molly.mcdermott@uc.edu. Please include your name, M#, complete new address, phone #, program and degree.